



7510-13

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 13-150]

### Privacy Act of 1974; Privacy Act System of Records

**AGENCY:** National Aeronautics and Space Administration (NASA)

**ACTION:** Notice of Privacy Act system of records.

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the National Aeronautics and Space Administration is issuing public notice of its proposal to modify its existing system of records entitled Exchange Records on Individuals. System modifications are set forth below under the caption SUPPLEMENTARY INFORMATION.

**DATES:** Submit comments on or before 30 calendar days from the date of this publication.

**ADDRESSES:** Patti F. Stockman, NASA Privacy Act Officer, Office of the Chief Information Officer, NASA Headquarters, Washington, DC 20546-0001, 202-358-4787, [NASA-PAOfficer@nasa.gov](mailto:NASA-PAOfficer@nasa.gov).

**FOR FURTHER INFORMATION CONTACT:** NASA Privacy Act Officer, Patti F. Stockman, 202-358-4787, [NASA-PAOfficer@nasa.gov](mailto:NASA-PAOfficer@nasa.gov).

### SUPPLEMENTARY INFORMATION:

NASA system of records entitled Exchange Records on Individuals/NASA 10XROI is being modified to (1) broaden the Categories of Individuals covered by, and Categories of Records maintained in, the system of records to cover individuals associated with childcare facilities, (2)

update Authority for Maintenance, (3) elaborate Safeguards, and (4) update and expand both Routine Uses and Irretrievability to reflect the childcare facility records.

Submitted by:

Larry N. Sweet  
NASA Chief Information Officer

## **NASA 10XROI**

---

**SYSTEM NAME:** Exchange Records on Individuals.

**SECURITY CLASSIFICATION:** None.

**SYSTEM LOCATION:**

Locations 1–9, 11, 12, 18, and 19, as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system maintains information on present and former employees of, and applicants for employment with, NASA Exchanges, recreational associations, and employees' clubs at NASA Centers, and civil servant and contractor members of or participants in NASA Exchange programs, activities, clubs and/or recreational associations. Finally, the system maintains information on children, and their parents or guardians, who participate in Exchange-operated child care and educational development programs.

## **CATEGORIES OF RECORDS IN THE SYSTEM:**

For present and former employees of NASA Exchange entities including child care and educational development center programs, records in the system relate to personnel actions and determinations during their application to and employment by the NASA Exchange. Records contain information about individuals and their employment such as name, birth date, Social Security Number, home contact information, marital status, references, veteran preference, tenure, disabilities, position description, unemployment claims; salary, leave and payroll deduction information; and job performance and personnel actions.

For civil servants, contractors, and others who apply for and participate in Exchange-sponsored programs, activities, clubs and/or recreational associations, records include employee or contractor identification number, organization, location, telephone number, and other information directly related to status or interest in participation in such activities.

For current or former participants in Exchange-operated child care and development centers, records in the system include identification and other information facilitating enrollment in the entity and proper care of the children. Records include information such as home and work addresses, email addresses, and telephone numbers; financial payment information; emergency contact names, addresses and telephone numbers; children's names and pictures as well as their health care and insurance providers; medical histories; physical, emotional, or other special care requirements; and child care and educational development center correspondence with parents/guardians such as authorizations to release the child to another person or field trip permission slips.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. 20113(a); 44 U.S.C. 3101; and 40 U.S.C. 590.

***ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:***

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The following are routine uses: (1) to provide information to insurance carriers with regard to worker's compensation, health and accident, and retirement insurance coverages; (2) to provide employment or credit information to third parties as requested by a current or former Exchange employee to whom the records pertain; (3) to provide various Federal, State, and local taxing authorities itemized listing of withholdings for individual income taxes; (4) to respond to State employment compensation requests for wage and separation data on former employees; (5) to report previous job injuries to worker's compensation organizations; (6) for person to notify in an emergency; (7) to report unemployment records to appropriate State and local authorities; and (8) NASA standard routine uses as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records in this system are maintained on electronic media and/or as hard-copy documents.

**RETRIEVABILITY:**

All records are retrieved from the system by the individual's name. For children or parents/guardians associated with child care facilities, records may be retrieved by either the child's or parent's/guardian's name.

#### **SAFEGUARDS:**

Records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Approved security plans are in place for systems containing the records in accordance with OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet or via a secure Virtual Private Network (VPN) connection that requires two-factor hardware token authentication. Non-electronic records are secured in locked rooms or files.

#### **RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed in accordance with NASA Records Retention Schedules, Schedule 9 Item 6/D.

#### **SYSTEM MANAGERS AND ADDRESSES:**

Contractor Industrial Relations Officer, Location 1.

Subsystem Managers: Exchange Store Operations Manager, Location 1; Exchange Council Chair, Location 2, Exchange Operations Manager, Locations 3–5; Chairperson, Exchange Council, Location 6 and 7; Treasurer, NASA Exchange, Location 8; Exchange Operations Manager, Locations 9, 12, and 19; President, NASA Exchange, Location 11; and NSSC Exchange Counsel, Location 18. Locations are as set forth in Appendix A.

#### **NOTIFICATION PROCEDURE:**

Individuals may obtain information from the cognizant subsystem managers listed above.

#### **RECORD ACCESS PROCEDURES:**

Information on oneself or one's child may be obtained by submitting a written request to the appropriate system or subsystem manager listed above.

#### **CONTESTING RECORD PROCEDURES:**

The NASA rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the NASA rules at 14 CFR part 1212.

#### **RECORD SOURCE CATEGORIES:**

Information is obtained directly from the individual on whom the record is maintained and the individual's supervisor, or from parents/guardians of children enrolled in the child care and educational development centers.

**EXEMPTIONS:** None.

[FR Doc. 2013-30597 Filed 12/23/2013 at 8:45 am; Publication Date: 12/24/2013]